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5 June 1957

1. The purpose of this letter is to confirm our request for establishment of uniform procedures between suppliers, consignees and Headquarters whereby invoices and vouchers for delivered contract items will be accompanied by receipted delivery tickets. Such procedures will minimize the delays incident to receiving, inspection and acceptance of deliveries between Headquarters and consignees and thereby ensure timely payments of suppliers invoices.

2. Deliveries to  or Warner Robins:

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a. All shipments of contract items made by suppliers to the above consignees will include delivery tickets, in quadruplicate, indicating contract number, consignee, part number (or nomenclature within security limitations) and quantities.

b. As soon as possible after receipt of deliveries from suppliers, consignees will inspect the incoming shipments and indicate on all four (4) copies of the delivery ticket the items received including remarks as to damages or shortages, if any. Delivery tickets will be signed on behalf of the consignee by authorized Receiving Officers only. Two (2) copies of the signed delivery ticket will be returned immediately by the consignee to the supplier. The remaining two (2) copies of the delivery ticket will be retained by the consignee.

c. Suppliers are requested to withhold billings for delivered contract items until the two (2) copies of the signed delivery ticket have been returned. The supplier should then attach one (1) copy of the signed delivery ticket to the original of its invoice or voucher for the delivered and accepted items and submit same to Headquarters for payment. The remaining copy of the delivery ticket will be retained by the supplier.

3. In special cases involving emergency deliveries of contract items to Project or FOG personnel at suppliers plants, the supplier will obtain from recipient of such deliveries signed delivery tickets. The supplier will then forward four (4) copies of the signed delivery ticket to the Receiving Officer at  or Warner Robins, whichever is appropriate, for recording and countersignature by the authorized Receiving Officer. The Receiving Officer, based on the signature of the recipient if known to him, will countersign the delivery ticket and return two (2) copies to the supplier. The supplier upon receipt of the two (2) countersigned delivery tickets will follow the same procedure as set forth in

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Paragraph 2.c., above for billing delivered items.

4. In special cases involving emergency shipments of contract items to locations other than [ ] or Warner Robins, the supplier will notify the Receiving Officer at [ ] or Warner Robins, whichever is appropriate of the shipment by submitting directly to the Receiving Officer four (4) copies of a delivery ticket. The Receiving Officer, upon determining receipt and acceptance of the shipment by the consignee, will sign the delivery ticket and return two (2) copies to the supplier. The supplier upon receipt of the two (2) signed delivery tickets will follow the same procedure as set forth in Paragraph 2.c., above, for billing the delivered items. 25X1

5. All suppliers procuring items for establishment and maintenance of a spare parts inventory at their plants for use in repairing and overhauling Project and/or FOG equipment are requested to follow the procedure set forth below for receiving, inspecting, accepting and issuance of such items:

a. Each supplier will designate an appropriate area, properly controlled, for the receipt and storage of the items referred to above. Further, the company will designate an employee, acceptable to the Government, who will be responsible for the receipt, storage, and issue of items in and out of the controlled area.

b. It is recommended that the Contractor use a standard company shipping form indicating the movement of the material in question from the appropriate company department to the Project storage area. The shipping form should be prepared in sufficient copies to provide four (4) copies for Project Headquarters use. All four (4) copies forwarded to Headquarters will bear a certification indicating receipt signed by the designated responsible employee. Upon receipt of the in-plant shipping ticket at Headquarters, the Office of the Director of Materiel will additionally certify that this material, because of the nature of its end use, could not economically be delivered into the Project supply system and, therefore, it is considered in the best interest of the Government for the material to be handled in such a manner.

c. In addition to the receiving, storage, and issue function set further herein, the supplier will be expected to maintain complete records indicating receipt and issue, indicating purpose of issue, and will periodically perform an inventory in conjunction with a representative of the Project designated by the Office of Materiel. The periodicity of such an inventory to be as mutually agreed upon by the supplier and the Government.

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6. The procedure stated in Paragraph 5, above, will also be followed with regard to receiving, inspection and acceptance of film and related supplies delivered under the film contracts with EK.

7. The cooperation of all concerned is requested in carrying out the foregoing.

Very truly yours,

Don

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